



ALTERNATIVE MEDIA PRODUCTION REQUEST FORM

Please review the terms and conditions on the reverse side of this sheet to ensure all steps have been completed prior to submission of this form. Incomplete forms will not be accepted. Sign and submit one form for each course.

STUDENT NAME: SID #:
EMAIL ADDRESS: PHONE NUMBER:

REQUIRED COURSE TEXTBOOK INFORMATION

INSTRUCTOR NAME: COURSE (i.e. PSY 130):

TITLE #1: EDITION:

PUBLISHER: ISBN:

AUTHOR: YEAR:

TITLE #2: EDITION:

PUBLISHER: ISBN:

AUTHOR: YEAR:

TITLE #3: EDITION:

PUBLISHER: ISBN:

AUTHOR: YEAR:

TITLE #4: EDITION:

PUBLISHER: ISBN:

AUTHOR: YEAR:

☐ **By checking this box, I affirm that I have read, understand, and agree to the terms and conditions as outlined on the reverse side of this form. I am aware that failure to comply with these terms and conditions may result in my academic transcripts being placed on hold and a suspension of alternative media service provisions by UC Merced Disability Services.**

☐ Course Syllabus Attached

☐ Proof of Textbook Purchase Attached

☐ Alternative eBook Sources Checked

SIGNATURE: DATE:

QUESTIONS? Contact Disability Services:

(209) 228-6996 office ** (209) 228-4661 fax ** (209) 228-8890 TTY ** disabilityservices@ucmerced.edu



Alternative Media Production Services Terms and Conditions

- 1. Alternative Media Services will only be provided to students who have a verified disability and whose disability related functional limitations prevent them from reading regular print.*
- 2. Student must be enrolled in the course and provide proof of purchase of required course textbooks before receiving the alternative media equivalents.*
- 3. Student must check and purchase required textbooks already available in alternative media format (Amazon.com, Bookshare.org, RFBD) **PRIOR TO** submitting an alternative media request.*
- 4. Student must contact the course faculty member and obtain required course textbook information using this UCM DS Alternative Media Request form.*
- 5. Student must obtain a class syllabus for all courses that require alternative media and attach the syllabus to this form.*
- 6. If the student is a client of the Department of Rehabilitation (DR) and requires reader services, the student must complete the DR reader form prior to initiation of reader services. The student or the reader is responsible for submitting reader forms to DR for payment.*
- 7. Material provided to the UCM DS for the purpose of conversion to alternative format may be disassembled and returned to the student in its altered condition. UCM DS will not be held responsible for any damage to the materials that occur as a result of conversion to alternative format.*
- 8. The student is responsible for informing UCM DS whenever changes occur that affect the student's need for alternate media services.*
- 9. All eTexts and tapes will be used solely for the eligible student's own educational purposes and will not be copied or duplicated for use by others. All eText materials (alternative formatted textbooks) or other delivery media, such as CD/DVD/tape, must be returned to DS by the last day of the academic semester.*